

## **CAREER OPPORTUNITY**

**County Medical Services Program** (CMSP) is recruiting for an experienced Eligibility Worker to join their team!

### **About the Agency**

CMSP was established in 1982 to provide medical and dental care to medically indigent adults who are of marginal income and who are not eligible for the State's Medi-Cal Program. The program is administered by the State Department of Health Services on behalf of the CMSP Governing Board, which is comprised of county supervisors, administrators, health officials, and welfare directors. 34 small, rural counties currently participate in the CMSP. Combined, these counties have a monthly caseload of 40,000 CMSP-eligible clients. The medical benefits CMSP clients receive include most of those covered by the Medi-Cal program, with the exception of pregnancy-related services, long-term care, and services provided by chiropractors, acupuncturists, and psychologists.

### **About the Position**

Under the direction of the CMSP Governing Board Administrative Officer and the Program Specialist for Eligibility Services, the Eligibility Worker performs the following:

- Explains eligibility regulations, rules, policies, rights and responsibilities to beneficiaries, applicants, county welfare departments, medical providers, and outside vendors.
- Works with CMSP clinical consultants and county-based Eligibility Workers to facilitate applications for state and/or federal disability-related benefits.
- Accesses the MEDS system to verify eligibility status.
- Performs beneficiary interviewing and fact gathering via the telephone.
- Prepares and keeps records of assigned cases.
- Prepares regular and special reports as required, and submits individual recommendations for consideration by Program Specialist for Eligibility Services
- Conducts peer-to-peer training on eligibility-related items, as needed.

### **The Ideal Candidate**

Candidates should have previous public contact experience that included basic interviewing of clients for the purpose of gathering information and explaining policies or clarifying information, a high level of organizational skills, and be proficient in Microsoft Word and Excel. In addition qualified candidates will possess a high school diploma, G.E.D. equivalency, or high school proficiency certificate and equivalent to two years of full-time experience in public assistance eligibility determination in a California county welfare department with experience in the following areas:

- Retrospective and prospective budgeting in categorical assistance programs and food stamps
- Medi-Cal and CMSP eligibility requirements
- Determination of mandatory assistance unit
- Direct entry of data into a computer-based system (ISAWS experience preferred)

The annual salary range is \$31,000 - \$38,000 plus a competitive benefits package. The position is located in Sacramento. Interested candidates should submit a detailed resume and cover letter that demonstrates how they meet the qualifications by close of business on January 14, 2005. Resumes should be sent to:

Shellie Anderson  
CPS Human Resource Services  
241 Lathrop Way  
Sacramento, CA 95815